

1 AUGUST 1997



Personnel

AWARDS AND DECORATIONS PROGRAMS

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OPR: HQ USAF/DPXPQ
(Lt Col Steven E. Clay)
Supersedes AFPD 36-28, 1 June 1996.

Certified by: HQ USAF/DPX
(Brig Gen John R. Regni)
Pages: 9
Distribution: F

SUMMARY OF REVISIONS

People or units who receive awards and decorations under this program must clearly demonstrate sustained as well as superior performance (paragraph 2.). Nomination packages for Air Force level awards, submitted by functional areas are limited to two pages and will be submitted on an Air Force Form 1206. Exceptions to this requirement must be approved by AF/DPX (paragraph 4.1.). Functional areas requiring base visits to help determine award winners are limited to one visit per base per award (paragraph 4.2). Functional managers will coordinate with AF/DPX before publishing any new Air Force instructions or supplements (paragraph 6.2.1). Changed material is indicated by a |.

1. Air Force people make many personal and professional sacrifices to ensure the Air Force accomplishes its missions and is a respected part of our society. Acts of valor, heroism, exceptional service, and outstanding achievement deserve special recognition, and this policy establishes guidance for recognizing individuals and groups.

2. The Air Force will have an awards and decorations program to foster morale, incentive, and esprit de corps. People or units who receive awards and decorations under this program must clearly demonstrate sustained and superior performance.

3. The Air Force will have a special trophies and awards program. It will recognize acts of bravery, outstanding achievements, or periods of meritorious service.

4. Functional areas and major commands (MAJCOM) may create their own awards programs. When they do create such programs, they will administer them.

4.1. In an effort to streamline the workload and to standardize the nomination process, nomination packages for Air Force level awards are limited to two pages and will be submitted on an Air Force Form 1206 (**Nomination for Award**). Exceptions to this requirement must be approved by AF/DPX.

- 4.2. To reduce the workload placed on units, functional areas which require the use of base visits to help determine award winners are limited to one visit per base per award.
5. Functional areas and MAJCOMs may participate in awards programs sponsored by national organizations. When they do participate in such programs, they will process their own submissions.
6. The policy directive establishes the following responsibilities and authorities:
 - 6.1. Headquarters, US Air Force is responsible for the policy oversight and advocacy of the Air Force's Awards and Decorations Program and for interface with the Office of the Secretary of Defense staff concerning development of the Department of Defense (DOD) policy and legislative initiatives. The Assistant Secretary of the Air Force for Manpower, Reserve Affairs, Installations and Environment (SAF/MI) discharges this responsibility for the Secretary of the Air Force.
 - 6.2. The Deputy Chief of Staff for Personnel (HQ USAF/DP) develops, coordinates, and executes personnel policy and essential procedural guidance for the management of the Awards and Decorations Program.
 - 6.2.1. Functional managers will coordinate with AF/DPX before publishing any new Air Force instructions or supplements.
 - 6.3. The Air Force Personnel Center and functional offices of primary responsibility will develop specific requirements for each Air Force award and decoration. At a minimum, they specify the establishing authority, nomination or selection criteria, eligibility criteria, and the awarding authority for each award and decoration.
 - 6.3.1. A general officer or civilian equivalent will chair all military and civilian nomination or selection boards for USAF/DoD/National award programs.
 - 6.4. Commanders administer and ensure compliance with the various Air Force recognition programs.
7. This policy directive applies to units and personnel of the Regular Air Force, Air Reserve Components, the Air National Guard when published in the ANGIN 2, and those Air Force civilian employees specified by Air Force instruction.
8. See **Attachment 1** for measures used to comply with this policy.
9. See **Attachment 2** for related documents and interfacing publications.

MICHAEL D. McGINTY, Lt General, USAF
DCS/Personnel

Attachment 1**MEASURING COMPLIANCE WITH POLICY**

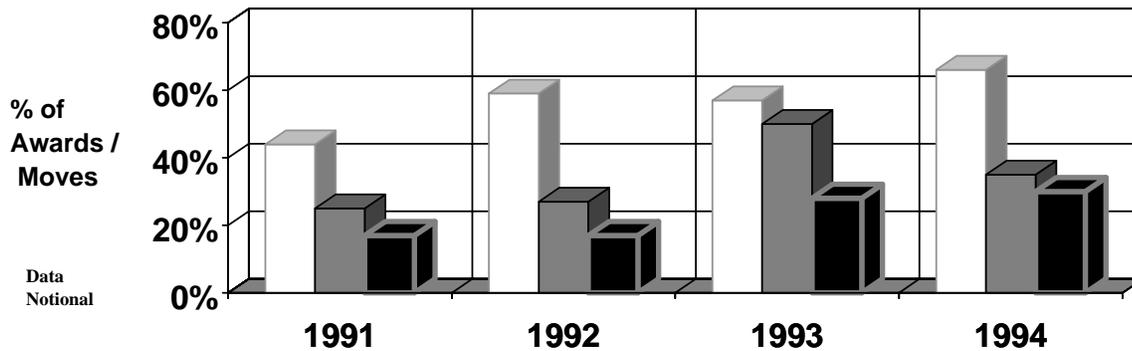
A1.1. The awards and decorations program will be assessed by measuring two areas: (1) Air Force Achievement Medals (AFAM), Air Force Commendation Medals (AFCM), and Meritorious Service Medals (MSM) awarded upon PCS, retirement, and separations and (2) AFAM, AFCM, and MSM awarded for achievement, extended tour, and heroism.

A1.1.1. The percentage of officers and enlisted receiving AFAM, AFCM, and MSM upon PCS, retirement, and separation will be measured annually (**Figure A1.1.** and **Figure A1.2.**) HQ USAF/DPXP will extract necessary data from the Personnel Data System.

A1.1.2. The second metric (**Figure A1.3.** and **Figure A1.4.**) will show, based on assigned annual end strength, the percentage of officer and enlisted personnel receiving AFAM, AFCM, and MSM for achievement, extended tour, and heroism. HQ USAF/DPXP will extract necessary data from the Personnel Data System.

Figure A1.1. Sample Metric of Awards Upon PCS/Ret/Sep (Officers).

MSM, AFCM, AFAM AWARDS UPON PCS/RETIREMENT/SEPARATION (Officer)

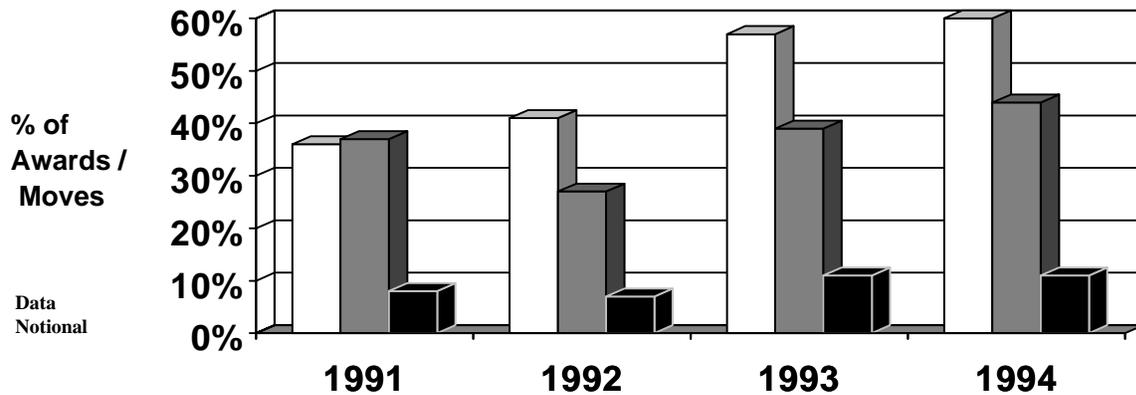


	AWD / MOV	%						
PCS	9,288 / 20,996	44%	9,226 / 18,578	50%	13,451 / 23,445	57%	12,872 / 19,522	66%
RET	1,018 / 4,026	25%	1,200 / 4,467	27%	2,093 / 4,224	50%	1,902 / 5,401	35%
SEP	762 / 4,605	17%	1,126 / 6,612	17%	1,923 / 6,839	28%	766 / 2,572	30%
TOT AWD / TOT MOVES	11,068 / 29,627	37%	11,552 / 26,657	43%	17,467 / 34,508	51%	15,540 / 27,495	57%



Figure A1.2. Sample Metric of Awards Upon PCS/Ret/Sep (Enlisted).

MSM, AFCM, AFAM AWARDS UPON PCS/RETIREMENT/SEPARATION (Enlisted)

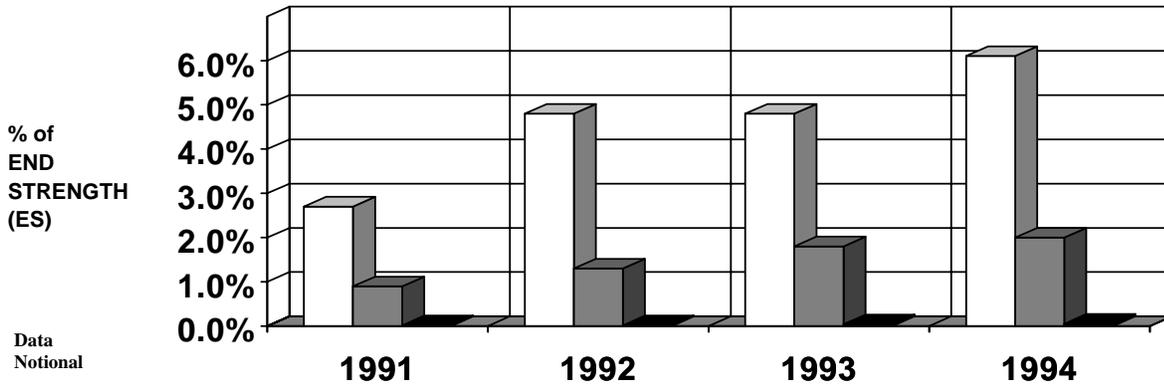


	AWD / MOV	%						
PCS	31,657 / 88,472	36%	30,500 / 73,753	41%	42,273 / 74,668	57%	40,347 / 67,785	60%
RET	4,812 / 13,043	37%	3,595 / 13,310	27%	4,758 / 12,106	39%	6,941 / 15,659	44%
SEP	3,105 / 40,453	8%	4,021 / 57,208	7%	4,235 / 40,241	11%	3,436 / 30,795	11%
TOT AWD / TOT MOVES	39,574 / 141,968	28%	38,116 / 144,271	25%	51,266 / 127,015	40%	50,724 / 114,239	44%



Figure A1.3. Sample Metric of Award for Achievement, Extended Tour, and Heroism (Officer).

MSM, AFCM, AFAM AWARDS FOR ACHIEVEMENT, EXTENDED TOUR, HEROISM (Officer)

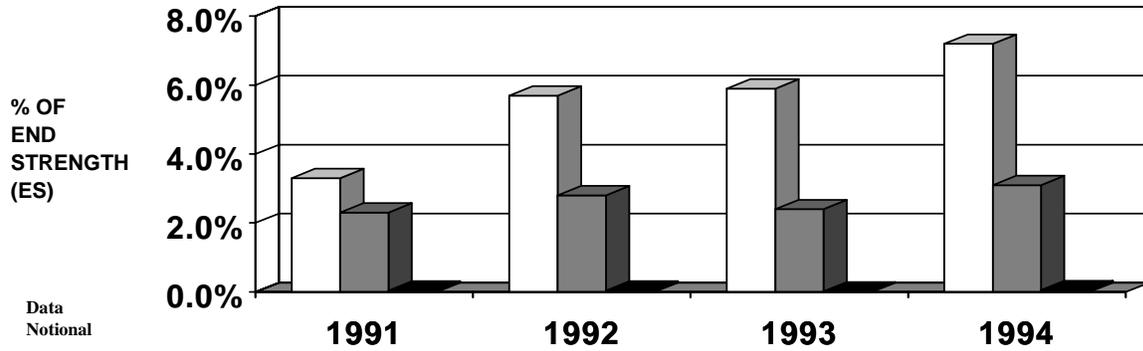


	AWD	% OF ES						
ACH	2,634	2.7%	4,340	4.8%	3,996	4.8%	4,944	4.8%
ET	870	0.9%	1,161	1.3%	1,538	1.8%	1,646	1.8%
HEROISM	16	0.017%	17	0.019%	34	0.04%	44	0.05%
TOT ES	96,599	4%	90,376	6%	84,073	7%	81,003	8%



Figure A1.4. Sample Metric of Award for Achievement, Extended Tour, and Heroism (Enlisted).

MSM, AFCM, AFAM AWARDS FOR ACHIEVEMENT, EXTENDED TOUR, AND HEROISM (ENLISTED)



	AWD	% OF ES						
ACH	13,693	3.3%	21,231	5.7%	20,889	5.9%	24,622	7.2%
ET	9551	2.3%	10,373	2.8%	11,059	3.1%	10,871	3.1%
HEROISM	155	0.04%	154	0.04%	248	0.07%	388	0.05%
TOT ES	409,425	6%	375,684	8%	356,126	8%	341,317	10%



Attachment 2**GLOSSARY OF REFERENCES*****References***

- DoD Directive 1348.19, *Award of Trophies and Similar Devices in Recognition of Accomplishments*, May 12 1989
- DoD Instruction 1348.33, *Military Awards Programs*, August 26, 1985
- DoD 1348.33-M, *Manual of Military Decorations and Awards*, September 1996
- AFPAM 36-2801, Volume 1, *Unit Decorations, Awards, and Campaign Participation*
- AFPAM 36-2801, Volume 2, *Unit Decorations, Awards, and Campaign Participation*
- AFPAM 36-2801, Volume 3, *Unit Decorations, Awards, and Campaign Participation*
- AFPAM 36-2802, *Armed Forces Decorations and Awards*
- AFI 36-2803, *The Air Force Awards and Decorations Program*
- AFI 36-2805, *Special Trophies and Awards*
- AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Plans and Operations Annual Awards Program*
- AFI 36-2816, *Annual Howard W. Leaf Inspector General's Award*
- AFI 36-2817, *Civil Engineer Awards Program* (formerly AFR 900-8)
- AFI 36-2829, *Eugene M. Zuckert Management Award*
- AFI 36-2830, *Productivity Enhancement Awards for Professional Excellence*
- AFI 36-2831, *Commander-in-Chief's Annual Award for Installation Excellence*
- AFI 36-2832, *Manpower Management Awards for Professional Excellence*
- AFI 36-2833, *Safety Awards*
- AFI 36-2834, *Small and Disadvantaged Business Awards Program*
- AFI 36-2835, *Annual Awards Programs Related to Acquisition*
- AFI 36-2845, *Annual Outstanding Air Force Information Management Awards*
- AFI 36-2846, *Financial Management and Comptroller Annual Awards Programs*
- AFI 36-2847, *Intelligence Awards*
- AFI 36-2848, *Air Force Security Police Awards Program*
- AFI 36-2849, *Command, Control, Communications and Computers (C4) System Awards Program*
- AFI 36-2852, *The Air Force Services (SV) Awards Programs*
- FI 36-2853, *Unit Plaque Awards*
- AFAI 36-2855, *Judge Advocate General Awards*

AFI 36-2856, *Medical Service Awards*